Kristin Collins

213 Leonard Street

Bloomsburg, PA 17815

Joan Warwick

10 Berkley Road

Hopatcong, NJ 07843

October 20, 2011

Dear Ms. Joan Warwick,

My name is Kristin Collins and I am a recent graduate of Bloomsburg University with Graduate degree in Library History and concentrations in Archival Sciences. I recently finished my two-year internship with Dr. Robert Dunkelberger, Bloomsburg University’s Archivist, which helped me complete my graduate degree of study. I am writing to express interest in your new job opening as an Archivist at the University of Maryland. I feel that I am well equipped with the knowledge and experience to excel at your University due to my many jobs in the field as well as my mastered knowledge in Library History and Archival Sciences. Along with my degrees from Bloomsburg, I received my certification from the Academy of Certified Archivists after volunteering for over three years.

During my six years at Bloomsburg University, I spent much of my time immersing myself in the archivist culture. During my undergraduate studies, I was a Teacher’s Assistant (TA) for three of my major-related classes including: Archival Administration, History 1877-present, and Digital Archiving. I was a member of the Northeastern Personal Computers Owners Association Program Commission as well as working in the Bloomsburg University’s Harvey A. Andruss Library. While working at Bloomsburg’s Library, I learned the necessary skills of organization and computer programming. I have been successful in writing grant applications for creating new programs at the library for documenting past information. I have training in creating, editing, and monitoring electronic databases, online catalogues, and digital collections of images. I also worked one-on-one with Jack Wood, the Bloomsburg University’s Yearbook advisor, where our team helped create and publish four yearbooks from 2006-2010. During this time I managed to create my own archival database, the first database for students to use, for accomplishing their work throughout their years at Bloomsburg. Attached is a copy of my resume explaining more in detail my qualifications and accomplishments.

Sincerely,

Kristin Collins

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